

Higher Education Information Technology Committee (HEITC)

October 17, 2001

Meeting Minutes

Committee Members and Guests:

Bishop, Sheryl
Bow, Randy – not present
Burton, Devere
Budd, Gavin – not present
Green, Cliff
Johnson, Gens
Joslin, Ann – Chair
Kiesz, Kelly – not present

Krun, Lynda
Lay, Terry
Lyons, Tom - not present
O'Neill, Dave
Rahm, Carmen
Shinn, Jeff
Szofran, Nancy
Taylor, David
Wilde, Glenn

The Higher Education Information Technology Committee (HEITC) meeting began at 9:15 AM. Ann Joslin reviewed the agenda. The draft minutes from August 22nd meeting were reviewed. Tom Lyons was not at the last Higher Education Information Technology Committee (HEITC) meeting, change the spelling of Gavin Budd and Ron Pisaneschi (last meeting minutes), add Andy Seal to the list of attendees.

Motion #1: Glenn Wilde moved the minutes be accepted with corrections. Cliff Green seconded the motion. A vote was taken and passed unanimously

Updates - Nancy Szofran: Brochure on Record Management was reviewed and discussed. There will be three regional training sessions, each session will be held for two days; University of Idaho - October 30-31, 2001, Boise State University - November 7-8, 2001, and University Place - November 14-15, 2001. There is a charge of \$75.00 per day, and no charge to tax supported institutions. It was suggested to add Administrative Secretaries to the brochure's suggested attendees. The training will address technical issues, what documents to save, and how to store those documents.

Transportation Right of Ways: A map of where Syringa Net has proposed to install DS3ATM Switch, providing a minimum of 5 MB, was reviewed and discussed. Additional megabytes can be purchased from Syringa at a cost of \$48.00 per Mb. These location are: St Anthony, Idaho Falls, Soda Springs, Burley, Pocatello, Murphy, Dubois, Arco, Challis, Twin Falls, and Mountain Home. Syringa is committed to provide fiber as close to educational institutions as possible.

Division of Financial Management (DFM) – Jeff Shinn: DFM is part of the Governors office and develops the executive budget recommendation the governor presents to the Legislature every year. DFM projects revenues, develop proposed legislation with state agencies, management consultations, working with state agencies on programmatic issues, and helping them work with central state agencies, Division of Human Resources, and Controller's Office.

Budget process – There are analysts assigned to work with specific agencies, such as: Jeff Shinn is the analyst assisting K12 education and Professional Technical on technology, and Jane McClarin assists higher education.

Revenue projection - Micron Technology has filed documents with the Securities and Exchange Commission, stating their revenue does not look good and proposing layoffs.

Holdbacks - Governor issued a 2% hold back due to revenue projection of a down economy next year. The Governor has the authority to mandate a temporary holdback, and the Legislature mandates the

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permanent holdback. There was a short question and answer session relating to Idaho's current budget crises.

The \$1.75 Million Budget Request (State backbone, IDANET connection) – It was suggested to create and present a detailed budget to the Legislature. The detailed budget should be a one or two page document summarizing the benefits, direction, and impact of the request. It was also suggested to create and present a two-page business plan to the Legislature. The business plan should include a return on investment statement, and be completed by January 1, 2002.

Disaster Preparedness, Executive Order No 2001-13 - Nancy Szofran: Campuses have 45 days to have their disaster plans in place. Technologies need to be incorporated into the disaster and recovery plan. If you have the resources, have this plan created and presented in GIS format in a blue print. The Blue Print needs to include: entrances, exits for emergencies services, the faculty are in each area, if it is a classroom situation, and locations of hazardous materials.

K12 State Technology Plan Revision – Sheryl Bishop gave a presentation on the revision of the K12 State Technology Plan. Information on the web site will be sent to the HEITC.

Performance Measures – Ann Joslin: The performance measures were formulated. See attached document.

Committee will review the Performance Measures and report any commends or changes to Terry Lay by 10/26/01.

Terry Lay will also coordinate the final edit of the HEITC strategic plan (Vision, Mission, Goals, Objectives, Actions, and Performance Measures) by 11/2/01.

Terry will work with ISU staff to have PowerPoint version of the plan by 12/23/01 and a brochure mock-up by 11/30 for the President's Council.

Dave, and Carmen will draft a business plan and distribute to the committee before 11/19/01 meeting.

Gens Johnson, IPTV announcements: IPTV received a \$400,000.00 Ford Foundation Grant to start developing rich media, public affairs resources in partnership with Wyoming and Reno Public Television. IPTV received almost \$900,000.00 from NTIAPTFP to support the build out in Coeur d'Alene, Moscow, and Pocatello. IPTV has had remarkable success with Web Board Moderated discussions on evolution vs. creationism, with almost 150 postings. IPTV received \$12,000.00 through WNET, CISCO, and electronics industry association to put on NTTI, National Teachers Technology Institute.

State Library is coordinating a delivery service that will transport library materials amount the libraries of the seven institutions within 48 hours and connect with the library courier system in Washington and Oregon.

The next meeting will be November 19th. Legislative strategies and the business plan will be on the agenda. Meeting adjourned at 4:10 pm

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Mission: The mission of HEITC is detailed in the Idaho Legislature Statute Code 33-4809. In short, our mission is to advise and support the Idaho Council for Technology in Learning (ICTL). We advise in these areas:

- Policies, Standards, and Procedures
- Learning Communities
- Infrastructure
- Planning and Assessment/Evaluation
- Communication
- Emerging issues

Vision: The State Board of Education envisions an accessible, seamless K-Life educational system. The work of the ICTL is a key component in achieving this. Our vision is to establish effective and widespread collaboration among institutions and agencies involved in this endeavor that will enhance access to quality educational opportunities and learning resources.

Goal 1: Expanded Access

To provide access to technology for improved teaching/learning and empowerment for a well-informed citizenry.

Objective:

Build a sustainable, high performance network infrastructure for universal connectivity.

Actions:

- Recommend and implement connectivity standards for network software/hardware.
- Connect institutions and agencies to the IdaNet backbone.
- Develop a longitudinal data collection strategy.

Performance Measures / Outcomes for sfy2003:

- Connectivity guidelines that incorporate IdaNet standards.
- Seven public institutions connected in accordance with the guidelines.
- A report based on the aggregated data of the public institutions and agencies.

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Goal 2: Improved Teaching and Learning

To improve teaching and learning through the use of technology.

Objectives:

- Enhance learning performance through the use of technology.
- Promote the identification and development of content for delivery via distance and technology-enhanced learning.

Actions:

- Support the continuation of State Board of Education Technology Incentive Grants.
- Encourage institutions and agencies to develop and/or acquire technology-based curricula and learning resources.
- Promote the Idaho Electronic Campus.
- Increase access for distance education for rural citizens.
- Develop a longitudinal data collection strategy.

Performance Measures / Outcomes for sfy2003:

- Number of distance education enrollments.
- Number of distance education enrollee completions.
- A report based on the aggregated data of the public institutions and agencies.

Goal 3: Expanded Information Services

To foster the creation, organization, and management of educational library/informational and cultural resources.

Objective:

Expand and manage content and access to multimedia resources.

Actions:

- Expand LiLI services in support of curriculum, research, and independent learning.
- Identify digital asset management needs.
- Provide expanded electronic library and multimedia services.
- Increase access to digital television resources.
- Expand *Inside Idaho*/GIS services for public use.

Performance Measures / Outcomes for sfy2003:

- Number of LiLI services, number of full-text views, number of interlibrary loans.
- Number of hours DTV programs that are educational or civic resources.
- Number of electronic reserves for courses and programs.

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Goal 4: Emerging Opportunities

To take advantage of emerging opportunities.

Objective:

Encourage a climate that promotes creativity, innovation, and risk taking.

Actions:

- Expand partnerships and identify funding sources for innovative or collaborative technology based efforts.
- Identify opportunities for collaboration and innovation.
- Foster collaboration among institutions and agencies for infrastructure development.
- Encourage interpersonal networking and sharing among institutions and agencies focused on IT issues.
- Expand Internet 2 use and applications to public schools and institutions of higher education.

Performance Measures / Outcomes for sfy2003:

- Number of HEITC statewide technology updates or professional development events.
- Number of new IT based collaborations.
- Number of IT focused grant proposals.

Goal 5: Planning

To provide direction for those parts of post secondary education technology that can best be accomplished collaboratively.

Objective:

Provide the post secondary education portion of the K20 technology plan.

Actions:

- Develop a three-year strategic plan for post secondary education.
- Coordinate the post secondary education plan with the K12 plan.
- Fine-tune the post secondary education technology plan based on assessment.
- Identify expertise and resources given the assessment results.

Performance Measures / Outcomes for sfy2003:

- A 3-year strategic plan.
- An agreement with K12 subcommittee to complete a K-Life plan.
- A list of individuals or offices that can provide technical advice appears on the ICTL web site.

Goal 6: Assessment and Evaluation

To assess the impact of the investment made by the legislature through the ICTL for technology in post secondary education.

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Objective:

Provide an annual assessment to the State Board of Education on the impact of technology integration in post secondary education.

Actions:

- Develop statewide performance indicators for the seven ICTL-HEITC Goals.
- Conduct data analysis checking progress against performance indicators.
- Provide an assessment including system adjustment recommendations to higher-education institutions.

Performance Measure / Outcome for sfy2003:

- A report and recommendations to the ICTL.

Goal 7: Public Awareness:

To promote a free and timely exchange of information, and ideas.

Objective:

Provide stakeholders access to and a forum for the sharing of technology related information, issues, opportunities, and expertise aligned with the current activities of HEITC and ICTL.

Actions:

- Participate in and sponsor technology related events and forums.
- Identify audiences of interest. (Specific vendors, legislators, granting agencies, ISEC, ITRMC, etc)
- Provide active introductions and updates to audiences of interest.
- Publish meeting minutes.
- Publish annual assessment of progress toward Strategic Planning Goals/Objectives.
- Sponsor SBOE Symposium for technology grant recipients.

Performance Measures / Outcomes for sfy2003:

- The number of participants at events and forums.
- A progress report.
- Published HEITC meeting minutes.